

# Clean Cities Special Project (ARRA)

Recipient Orientation

[energy.IN.gov](http://energy.IN.gov)

Indiana Office of Energy Development

Updated April 2010

# Contract Process

[energy.IN.gov](http://energy.IN.gov)

# Contract Process

1

- You're awarded a grant

2

- Contract will be prepared

3

- You will receive the following documents:
  - Contract
  - Authorized Signatures for Payment Request form
  - Vendor Information form

# Contract Process

4

- Sign the contract & each form
- **Must** be original signatures!

5

- Return contract & all forms in their entirety

6

- Contract will enter state's signature process

# Contract Process

7

- Contract is executed in approximately 4–8 weeks

8

- OED will provide you with a copy of your executed contract & claim voucher

9

- Draw downs can then occur

10

- Must draw down & complete project by Dec. 31, 2010

# Davis–Bacon Act

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# Davis–Bacon Act Overview

- ▶ Purpose is to protect communities & workers from the economic disruption caused by competition arising from non-local contractors coming into an area and obtaining federal construction by underbidding local wage levels
- ▶ Must pay locally prevailing wages and fringe benefits to laborers and mechanics employed federal and federally-assisted contracts in excess of \$2,000

# Who & What Are Covered

- Labor performed at site of work only
- All labor on the worksite, including contractors & sub-contractors
- Journeymen, apprentices, & trainees
- Supervisory/professional employees only if manual labor is performed 20% or more of the time at the site of work



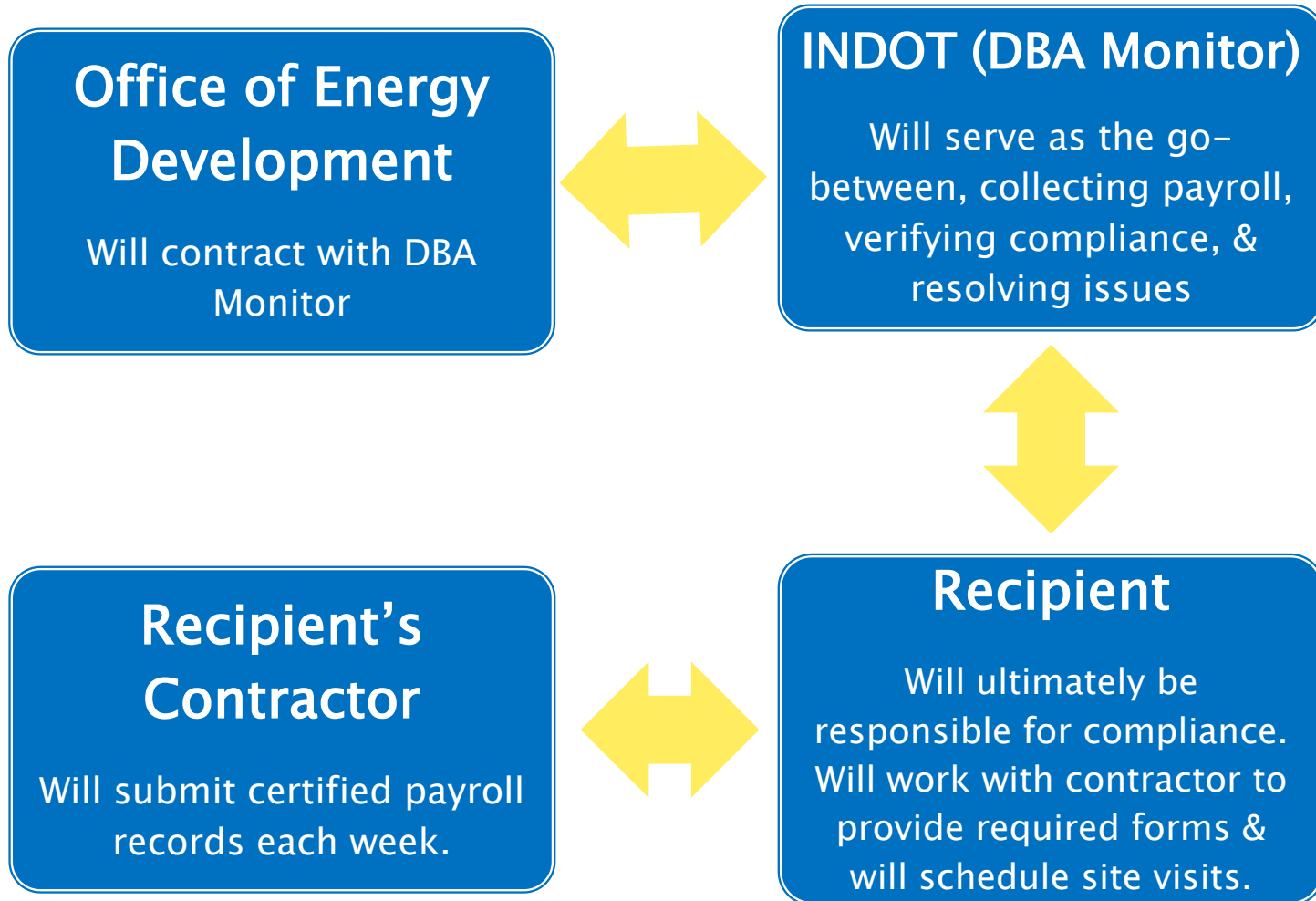
# Copeland Anti-Kickback Act

- ▶ Prohibits kickbacks of wages and back wages for privilege of employment
- ▶ Requires contractors on DBA-covered projects to submit weekly a Statement of Compliance and payroll records that show each laborer at the site of work

# Wage Rate Compliance

- ▶ All contractors and sub-contractors must submit certified payroll records each week
- ▶ Records will be reviewed & compared with rates from the wage decision
- ▶ Interviews will be conducted with a sample of employees at each site of work

# Davis–Bacon Implementation



# Draw downs

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# Steps to draw down:

Contract is executed & claim voucher is received



Make a copy of the claim voucher form & fill in as instructed



Return claim voucher to OED with supporting, specific invoices marked paid or showing zero balance

# Steps to draw down:

OED approves claim voucher & invoices (1–2 days)



Documentation sent to State Auditor's Office for payment (at least 10 days)



Must draw down all funds by December 31, 2010

# Reporting

energy.IN.gov

# One-Time ARRA Report

## Reporting Components:

- DUNS number
- Congressional District(s)
- Sub-award number (your grant number)
- Sub-award date (date your contract was executed)
- Sub-award amount
- Place of performance
- Address, including last 4 digits of zip code

An account will be set  
up for you at  
<http://oed.arra.in.gov/>



# Quarterly ARRA Reports

Quarterly ARRA Reporting Schedule	
Months	Report due
January – March	April 3rd
April – June	July 3rd
July – September	October 3rd
October – December	January 3rd

An account will be set  
up for you at  
<http://oed.arra.in.gov/>

Reports are published  
on [recovery.gov](http://recovery.gov) at the  
end of the reporting  
month.

# Quarterly ARRA Reports

## Reporting Components:

- Sub-award number (grant number)
- Funds received (what you actually have in hand)
- Hours
- Number of jobs
- Description of jobs created
- Vendor information

# Quarterly Reports

Quarterly Reporting Schedule	
Months	Report due
January – March	April 15 <sup>th</sup>
April – June	July 15 <sup>th</sup>
July – September	October 15 <sup>th</sup>
October – December	January 15 <sup>th</sup>

- Must use OED's online grant portal
- An account will be set up for you
- Reminders will be automatically generated for you each month

# Quarterly Reports

## Key Reporting Components for Vehicles:

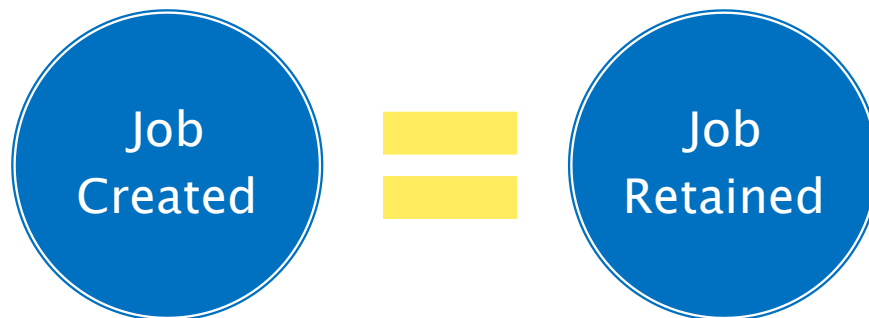
- Type of vehicle
  - Fleet operator
  - Date of deployment
  - Amount of fuel used
  - Vehicle miles traveled
  - Jobs created/retained
- 
- A complete fleet vehicle emission profile to be completed after one year of vehicle operation

# Quarterly Reports

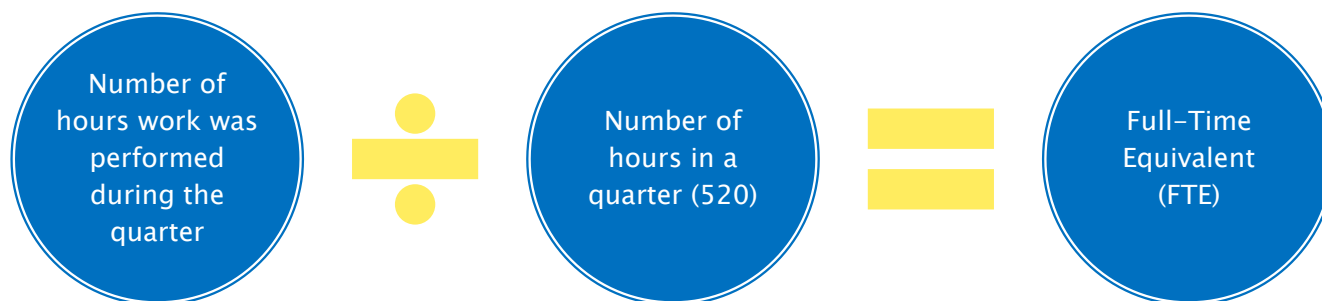
## Key Reporting Components for Fueling Infrastructure:

- Location, type, & size of installation at each station
- Schedule & status of NEPA compliance
- Installation & station set-up dates
- Quantity & price of alternative fuels sold
- Comparative pricing of gasoline & diesel products sold at each site

# Jobs



## How to calculate:



## Example:



# Modifications, Giving Credit, & Contacting Us

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# Modifications

What's in Exhibit A in the contract?

- Scope of Services
- Budget

What if I need to change the project/Exhibit A?

You must seek out & receive OED's approval first!

What happens if change the project & didn't receive OED's approval first?

Making any changes without OED's approval will jeopardize your grant funding!



# Credit

- ▶ Must give the Indiana Office of Energy Development & the Department of Energy recognition in any press releases, marketing or educational information, and on any signage
- ▶ Must display OED's logo and link to OED's website on your community's website
  - OED will provide this for you

# Contact Us

<b>Contracts &amp; Reporting</b>	Molly Whitehead	<a href="mailto:mwhitehead@oed.in.gov">mwhitehead@oed.in.gov</a>	317-233-0541
<b>Contracts &amp; Draw downs</b>	Carmen Pippenger	<a href="mailto:capippenger@oed.in.gov">capippenger@oed.in.gov</a>	317-232-8951
<b>Davis- Bacon</b>	Patrick Flynn	<a href="mailto:pflynn@oed.in.gov">pflynn@oed.in.gov</a>	317-232-8945
<b>EECBG Program</b>	John Deahl	<a href="mailto:jdeahl@oed.in.gov">jdeahl@oed.in.gov</a>	317-232-8978